

1300 National Drive, Suite 173
Sacramento, CA 95834

Telephone: 916-419-7591
Fax: 916-419-7596
E-Mail: CCoA@cco.ca.gov
Web Site: www.CalAging.org



Executive Director
Sandra Fitzpatrick

EXECUTIVE COMMISSION MEETING MINUTES

September 7, 2005
Hotel Santa Barbara
533 State Street
Santa Barbara, CA

Chair: Nancy Dolton

- I. Commissioner Dolton called the meeting to order at 8:00 am and led the group in the pledge.
- II. Roll was taken. Present were Dolton, Lambrinos, Dennison, Kim-Selby, Ross, Schachter. Absent and excused was Acosta. A quorum was established.
- III. Introductions - none
- IV. Commissioner Schachter wished to add to the agenda discussion of propositions on the special election ballot in November. Fitzpatrick reminded the Commission of the statutory prohibition of staff and appointed person's use of time and dollars on election related activities including ballot propositions. Commissioners are allowed to take personal actions only on ballot measures or election activities. The agenda was approved by consent without the addition of this item.
- V. Minutes were not approved due to the delay in posting to the website.
- VI. Chair's Report consisted of a personnel discussion regarding Executive Director's performance appraisal.
- VII. Executive Director's Report:
 - A. Fitzpatrick reported on various speaking engagements with other groups on behalf of the Commission. It was also proposed that the Commission's May 2005 meeting be in conjunction with Consumer Affairs Event on May 12.
 - B. Facilities relocation – are now at 1300 National Drive, Suite 173, Sacramento, CA. Few little glitches but we are up and running. Staff is currently reviewing files and disposing unnecessary materials.
 - C. Financial Statements – All three groups ended FY 2004-05 with carryover.
 - D. CSL Transition – Leadership Challenges still exist with JRC. CSL missed May 1, 2005 deadline to select an administrative entity. CSL is currently at risk of losing their funding status on the tax check off form due to statutory required projections by Franchise Tax Board each year in September. In the CSL October session, a member of CSL will bring forward a proposal that will require CCoA to continue being the CSL administrative entity. Dolton advised that CSL is

supposed to get 10 percent of Executive Director's time. She would like CCoA to maintain time sheets to indicate time spent on CSL. With Carla's resignation, CCoA will be losing staff with historical knowledge of AB 1994 and the transition issues. Discussion around the table took place regarding different options. Fitzpatrick asked for guidance from Executive Committee regarding personnel time for CSL, due to the anticipated next four to five months of high activity related to CSL transition and session.

- E. CCoA hired a retired annuitant, Angelica Duran. Carla's vacant position has been advertised, at full time.
- F. Department of General Services Compliance Review: Procurement. Three minor issues surfaced in the new corrective action submitted.
- G. Summons on First Amended Complaint – Carpenter's Union 46 is suing the state of California, various departments and the CCoA. The complaint is that these departments divided contracted work into smaller increments so the prevailing wage would not have to be paid. The California Attorney General will represent departments and commissions. The CCoA will pay for its share of representation.

- VIII. A Bylaws Change was proposed related to election of officers – recommended moving elections to February instead of December for one year due to no Commission meeting scheduled December 2005. Motion to accept Bylaws change was made by Kim Selby, seconded by Lambrinos, and the motion was carried.
- IX. CCoA membership/New member orientation – Roberta King has sent in her letter of resignation. Governor's Office has scheduled some interviews to replace commissioners. Letters were sent to AAAs for recommendations for Commissioners. In anticipation of new members, an orientation session following the November meeting has been scheduled.
- X. White House Conference on Aging Training Update – Final list of delegates has been released. There is a larger number of California delegates than first anticipated. Due to this, the commission will be unable to assume hotel/airfare expenses for delegates and alternates to attend the training. No federal or state money is provided for the training so private donations are being sought. The Committee felt that wording on the registration materials should indicate that if travel and hotel costs posed a hardship for the delegate, the CCoA may be able to help; however, this decision will not be finalized until funding is secured. Schacter was concerned that there won't be time at the training to discuss California's legislative platform. Dolton was concerned that since Health and Human Services Aging Director is head of California delegation, will we be compromised in anyway? Fitzpatrick reiterated the CCoA is continuing to fund raise, be prudent with current funds, and produce a high quality event.
- XI. Discussion of Operational Plan – Hett Smith summarized the CCoA strategic retreat notes into a draft plan. Obj 1: Updating administrative activities and procedures of CCoA - Website updating, collateral updating, etc. Obj 2: Combined implementation and (marketing?) of SB 910. Obj 3: WHCoA – training of delegates, post conference and role of CCoA. Obj 4: Strengthening of CA aging advocacy network. Motion to accept this operational plan was made by Ross, seconded by Dennison. The motion carried.

Meeting was adjourned at 9:45am.